

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

- I.     Position Title: Director of Human Resources and Management Services     Revision Date: 6/04  
EEO Code:     Official/Admin  
Status:         Exempt (Exec.)

II     Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Assistant Chief Administrative Officer, directs the operations, planning and budget of the Division of Personnel and Management Services, including Personnel Services, Facilities Services and the Office of the City Recorder.

III    Essential Duties:

GENERAL MANAGEMENT

- Supervise the work of division staff members
- Develop operating budget for Personnel, City Recorder and Facilities Divisions
- Prepare and present information to the City Council, residents, other government agencies and employees

PERSONNEL

- Supervise, develop and maintain personnel systems, forms, procedures and methods of record keeping for the city-wide human resource function
- Prepare, recommend and maintain a city position classification plan
- Develop and administer a program for employee performance evaluations
- Prepare and administer employee wage adjustments
- Develop, administer and coordinate training programs for city departments and employees
- Oversee development and maintenance of the city's Employee Handbook and accompanying city policies and procedures
- Foster and develop programs for the improvement of employee effectiveness, including training, safety, health and other human resource areas
- Conduct investigations of claims of harassment, discrimination, whistle blowing, etc.
- Coordinate conflict resolution procedures, including the employee grievance process
- Research and suggest action regarding human resource law to ensure city compliance with federal and state laws and regulations
- Administer the city's Drug Free Workplace policy
- Serve as the city's ADA Coordinator
- Oversee management of the city's recruitment, testing, selection and hiring efforts
- Coordinate the city's benefit programs, including service as the city's Plan Administrator for all employee benefit plans
- Coordinate the city's annual open enrollment process
- Manage and oversee the COBRA compliance process
- Manage and oversee the FMLA compliance process
- Manage and oversee the HIPAA compliance process
- Establish the direction of the city's human resources function in alignment with city administration and departments
- Coordinate the city's Life Be Fit wellness program

#### BUDGET

- Maintain and oversee the compensation and classification system within the payroll/human resource information system (HRIS)
- Serve as a member of the Mayor's budget committee
- Develop and distribute needed reports from the HRIS system
- Prepare and recommend a compensation and benefit plan for city employees
- Perform budget analysis as it directly relates to employee compensation and benefits
- Forecast fiscal year compensation and benefit costs
- Prepare annual compensation and benefit budget in direct relation with the Department of Administrative Services

#### FACILITIES MANAGEMENT

- Supervise the city's custodial and cleaning operations
- Supervise the city's maintenance and facilities operations
- Oversee development of facilities preventative maintenance schedules and capital planning
- Manage capital projects in coordination with city-retained general contractors and sub-contractors
- Manage the city's facility safety and inspection programs, including building security
- Coordinate the facilities reservation and rental program

#### RECORDS MANAGEMENT

- Supervise the records and contract management efforts of the City Recorder's office, including the city's document imaging system
- Oversee the city election process
- Manage city copy center and mail services, including the publication of official notices and/or other publications

#### IV Marginal Duties:

- Perform other duties, as assigned

#### V Qualifications:

**Education:** Master's degree in public administration, business administration, accounting or other relevant post graduate discipline required. A valid Utah driver's license is required.

**Experience:** Five years related work experience with progressively increasing responsibilities, including at least three years municipal administration and supervisory experience; may substitute up to two additional years of education for experience, except required supervisory experience. Strong quantitative skills a must.

**Knowledge of:** Principles of management, human resource and benefit administration, municipal budgeting, governmental accounting, planning, purchasing, risk management, facilities maintenance, records administration, and supervision; general municipal government practices and procedures, city practices and structure. Strong knowledge of human resource, OSHA and records laws and regulations. Strong knowledge of the following software applications: spreadsheet, word processing, relational database and presentation applications.

**Responsibility for:** Important city records dealing with confidential matters; great responsibility for the care, condition and use of materials, equipment money and tools; supervision of 6 Personnel, 2 City Recorder and approximately 22 Facilities personnel.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions; frequent contact with executives on matters

requiring explanations and discussions; regular and frequent outside contact with persons to deal with and influence people.

**Tool Machine and Equipment Operation:** Requires use of a personal computer, printer, copier, 10-key, fax and telephone system.

**Analytical Ability:** Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems and performance of assigned duties; model programs to needs of users for desired results; organize; delegate and establish meaningful goals.

VI Working Conditions:

Great mental effort is required daily; considerable amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; regular attendance and evening work is necessary in this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.